"THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION."

DIRECT CONSTRUCTION SUPERVISOR II OPEN EXAMINATION - STATEWIDE

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: \$7,179 - \$8,919 FINAL FILING DATE: CONTINUOUS*



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

*Testing is considered continuous as dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.

WHO MAY APPLY

This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or the Internet at: http://jobs.ca.gov/pdf/std678.pdf and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES OFFICE OF HUMAN RESOURCES ATTN: LARISA HARPST MAILING ADDRESS: P.O. BOX 989052 WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Larisa Harpst, Exam Analyst (916) 376-5431

TESTING PERIOD

A candidate may be tested only once during any 12 month consecutive period.

Candidates who are eliminated for not meeting the minimum qualifications may reapply when the minimum qualifications are met. Unsuccessful candidates who do not attain a minimum rating of 70% on the examination must wait 12 months from the date of disqualification before reapplying. Successful candidates establishing list eligibility for 12 months are restricted from reapplying again during the 12 month eligibility period indicated on their notice of eligibility.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.

MINIMUM QUALIFICATIONS

Either I

Two years of experience performing the duties of a Direct Construction Supervisor I, Construction Supervisor I, Restoration Supervisor II, or Construction Office Manager I in the California state service.

Or II

Five or more years' experience as a contractor or superintendent in full-time direction of craft supervisors involved with several major crafts engaged in construction or alteration of major buildings, such as schools, hospitals, or other large buildings; pre-bid planning methods, and estimating time and material cost; ordering equipment and materials. At least two years shall have been in charge of multiple projects in multiple locations for a contractor or a large construction firm;

And

Education: Equivalent to graduation from college with major work in architecture or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

SPECIAL PERSONAL CHARACTERISTICS

Tact, keenness of observation, and physical stamina.

SEE REVERSE FOR ADDITIONAL INFORMATION

DIRECT CONSTRUCTION SUPERVISOR II

IS30/4038

FINAL FILING DATE: CONTINUOUS

LH: 2/04/15

THE POSITION

Under general direction of a Direct Construction Supervisor III, the Direct Construction Supervisor is responsible for supervision and coordination of all direct construction projects statewide; and to do other related work.

Positions are located throughout the state.

EXAMINATION INFORMATION

Performance Test – Weighted 25% Qualifications Appraisal Panel Interview – Weighted 75%

This examination will consist of a **Performance Test** weighted 25% and a **Qualifications Appraisal Panel Interview** weighted 75%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the exam. **Competitors who do not appear for the interview will be disqualified.**

Examinations will be held in Sacramento and Los Angeles. Additional locations will be scheduled if the need warrants.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

A. Knowledge of:

- Materials, methods, and processes involved in the construction of wood, steel, frame, masonry and concrete buildings.
- 2. Work of the various building trades.
- 3. Various codes and safety orders applicable to building construction.
- Construction contracting practices, including estimating division of work, scheduling and organizing construction work.
- 5. Plumbing, heating and ventilating and electrical work.
- 6. Principles of effective supervision.
- 7. The Department's Equal Employment Opportunity Program objectives.
- 8. The supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. Ability to:

- 1. Read and understand construction plans and specifications.
- 2. Calculate material quantities.
- 3. Direct the work of others.
- 4. Prepare clear and comprehensive reports and correspondence.

ELIGIBLE LIST INFORMATION

An OPEN STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of test date. Eligibility expires 24 months after it is established.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

<u>If a candidate's notice of oral interview</u> or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at http://jobs.ca.gov.

<u>If you meet the requirements</u> stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

<u>The Department of General Services</u> reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

<u>Eligible Lists</u>: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

<u>General Qualifications</u>: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

<u>Veterans' Preference</u>: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

- 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
- An entrance examination is defined, under the law, as any open competitive examination.
- 3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs.

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD phones 1-800-735-2929

Voice 1-800-735-2922